

# Fire Use Module

## Checklist #14

**Location:**

**Date:**

**Respondent:**

**Reviewed By:**

<b>Key Code:</b> E = Exceeds Standard M = Meets Standard NI = Needs Improvement NR = Not Reviewed		
<b>Code</b>	<b>Description</b>	<b>Remarks</b>
<b>MODULE ADMINISTRATION</b>		
	1. Module meets organizational guidelines.	
	2. Module supervisors are familiar with administrative issues and prepare proper documents as required, such as: a) T&As b) crew time reports c) fire time reports d) travel records e) accident reports f) training records.	
	3. Module supervisors are provided oversight by program managers regarding SOP's for administrative management.	
	4. Module is equipped to support planning assignments: laptop computer cellular telephone government issued calling cards government purchasing cards	
	5. Module is familiar with job hazard analysis process, unit safety plan and can readily access this information.	
	6. Radio operations meet requirements of: a) minimum number of radios b) knowledge of radio programming c) understand frequency authorization and use issues d) cloning cables, plugs.	
	7. Module is familiar with location of safety items, such as first aid kit and fire extinguisher.	

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	<p>8. Module has completed the following training (per agency standards):</p> <ul style="list-style-type: none"> <li>a) annual fire fighter safety refresher and understands/can apply the 10 Standard Firefighting Orders, 18 Watch Out situations, and LCES</li> <li>b) fire shelter drills and field exercises</li> <li>c) defensive driving</li> <li>d) first aid, blood-borne pathogens, CPR</li> <li>e) hazardous materials awareness/MSDS</li> <li>f) basic helicopter safety as appropriate to their aviation activities</li> <li>g) chainsaw (S212 or equivalent)</li> <li>h) power tool training</li> <li>i) the risk management process</li> <li>j) wildland/urban interface</li> <li>k) pumps/water handling</li> <li>l) other.</li> </ul>	
	9. Module members meet all qualifications required of their positions, including completion of “the pack test” and have current red cards.	
	10. Individual files document experience/ training and are current in the agency’s qualifications system.	
	11. Appropriate taskbooks are initiated for module members.	
	<p>12. Module members have attended employee orientation to include:</p> <ul style="list-style-type: none"> <li>a) mutual respect/civil rights</li> <li>b) local resource management issues (noxious weeds, riparian areas, cultural sites, wilderness, etc.)</li> <li>c) roles and responsibilities/chain of command/unit organization</li> <li>d) other.</li> </ul>	

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	13. Module has access to adequate training materials and equipment (training library, videos, reference materials, internet, overhead projectors, slide projectors.)	
	14. Module participates in a physical fitness program to include: a) awareness of and meeting documented agency fitness program standards b) using the program regularly c) documenting and evaluating progress d) note time allotted for PT.	
	15. Module has knowledge of and meets agency mobilization standards, including: a) mobilization and get away time frames b) driver duty limitations c) work/rest requirements.	
	16. Module leaders are familiar with air cargo transport limitations and requirements including: a) purging of gas receptacles b) air transport manifesting c) weight limitations d) safe packaging procedures for specialized equipment.	
	17. Personal fire equipment meets the following standards: a) personal protective equipment is issued and serviceable b) personal fire gear bag ready c) line gear is ready d) all equipment meets weight standard.	
	18. Module members possess commercial drivers licenses where appropriate.	

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<b>FACILITIES</b>		
	19. Facility meets needs of personnel/ equipment/mission.	
	20. Housekeeping standards are established and met.	
	21. Safe food handling procedures are practiced.	
	22. Facility security is adequate.	
	23. Facility is signed appropriately.	
	24. Cache inventory meets needs of resources working out of the facility.	
	25. Fire tools/kits meet standards.	
	26. Tools are properly marked and stored.	
	27. Inventory and use records are available and current.	
	28. Fire rations are adequately stored.	
	29. Adequate space is available for training functions.	
	30. Vehicle is adequately sheltered.	
	31. Bulletin board includes appropriate postings such as: a) employee right-to-know information / MSDS b) organization chart c) first aid procedures d) 10 Standard Fire Orders e) 18 Watch Out Situations f) facility fire plan g) fire danger information h) fire weather information i) smoking policy j) sexual harassment policy/EEO counselors k) Department of Labor required information.	

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	32. Personnel are familiar with posted material.	
	33. Safety equipment available includes: a) smoke alarms b) first aid kits c) fire extinguisher d) illuminated exit signs e) equipment property number.	
	34. Agency safety inspection is complete.	
	35. Administrative space is adequate.	
	36. Provisions for mixed gender crews are adequate.	
	37. Overall facility condition, inside and out, is adequate.	
	38. Storage of flammables/hazardous materials meets standards.	

**VEHICLE MECHANICAL**

	39. The following vehicle meets standards: a) horn b) siren c) radio d) electrical - lights e) electrical - starter f) instruments (gauges) g) tires/wheels h) chock blocks i) fuel system j) fluid levels k) air cleaners l) cooling systems m) brakes n) wipers o) steering p) exhaust q) battery/cables r) back-up alarm s) road test satisfactory.	
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	40. The following cab/body parts meet standards: a) mirrors b) under-carriage c) doors/seals d) seat belts e) windows/glass f) upholstery g) clean/organized.	

**VEHICLE ADMINISTRATION**

	41. Vehicle ID displayed.	
	42. Safety inspections are made as necessary and documented.	
	43. Actual gross vehicle weight is posted and meets vehicle specifications.	
	44. References/paperwork available include: a) accident report forms b) communications plan c) posted frequencies d) inventory (specific to compartment/location) e) use record current f) preventive maintenance records g) personnel accident/injury forms h) appropriate maps; i) current North American Emergency Response Guide Book j) crew time report book k) current credit card.	

**VEHICLE SAFETY AND MEDICAL**

	45. Non-skid surfaces are adequate.	
	46. Fire extinguisher is current and location is identified with reflective decal.	
	47. Hazard reflectors/flares are adequate.	

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	48. Emergency equipment is adequate to include: a) drinking water b) rations c) flashlights/head lamps d) appropriate spare batteries e) additional fire shelters f) additional PPE.	
	49. First aid/trauma kit is available and appropriate size; location is identified with reflective decal.	
	50. Burn kit is adequate (optional).	
<b>TOOLS/EQUIPMENT</b> (carried in the vehicle)		
	51. Jack (serviceable for GVW) is adequate.	
	52. Lug wrench is adequate.	
	53. Tow chain, cable or strap is adequate.	
	54. Jumper cables are adequate.	
	55. Tool box with appropriate tools is adequate.	
	56. Hand tools meet inventory standards and are in good condition.	
	57. Chainsaw meets specifications including: a) clean/initial attack ready b) kit c) fuel d) starts.	
	58. Bolt cutters are adequate.	
	59. Backfiring fusee/drip torches are adequate.	
	60. Belt Weather Kit is adequate.	

